

Custodial, Labor and Trades Branch  
Labor and Trades Supervision Group  
Sewage Plant Supervision Series

**E.P.W.U. SEWAGE PLANT SUPERINTENDENT I**

08/86

**CHARACTERISTICS OF THE CLASS:**

Under direction, is responsible for the operation, maintenance, functions and activities of an activated sludge processing sewage treatment plant; performs related duties as required.

**EXAMPLES OF DUTIES:**

Plans, assigns and supervises the operation and maintenance of a sewage plant facility; analyzes the effectiveness of treatment processes and makes recommendations; supervises the taking, testing and analysis of sewage and effluent samples; plans and implements preventive maintenance programs; assures compliance with federal, state and local health rules and regulations; supervises the preparation of required operating reports.

Prepares and submits operational budget recommendations; prepares cost estimates and requisitions supplies, materials and equipment.

Plans, assigns, reviews, supervises, trains and evaluates the work of assigned personnel; prepares shift rotation schedules; enforces personnel rules and regulations, standards of conduct and work attendance; compiles with and enforces safe working practices and procedures.

**MINIMUM QUALIFICATION:**

Training and Experience: Graduation from high school or G.E.D. and six years of progressively responsible experience in waste treatment operations and/or maintenance, two years of which must have been at the level of a Sewage Plant Operator III, Maintenance Mechanic II or higher; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the operation and maintenance of a waste treatment facility; considerable knowledge of sewage treatment and sludge processing; considerable knowledge of chemistry as it pertains to waste treatment; considerable knowledge of safe working practices and procedures; good knowledge of state and federal health regulations.

Ability to assign, supervise, train, review and evaluate the work of assigned personnel; ability to enforce personnel rules and regulations, standards of conduct and work attendance; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to analyze and prepare specifications for facility improvements; ability to maintain records and prepare reports; ability to enforce safe working practices and procedures.

Skill in the operation of a motor vehicle.

*Physical Requirements:* Exposure to unpleasant odors; mobility within a treatment facility environment; lift and carry heavy objects (50 to 75 pounds); climb ladders to access equipment; subject to call during non-working hours; operate a motor vehicle through City traffic.

*Licenses and Certificates:* Texas Class "C" Driver's License; Texas Class "C" Sewer Certificate of Competency.

---

Director of Personnel

---

Department Head